

## **Alternate Delivery of Medication(s) (Ship to Home) during the COVID-19 Pandemic**

Shipping medications to home may be an option for clinical services where meds that can be self-administer are prescribed as well as medications that are already dispensed in programs, per the such as Tuberculosis and VA MAP (ADAP), which are sent to the health departments for the client to pick up. Health departments should consult programmatic guidance when deciding when it is appropriate to ship to home and whether the medications should be shipped from pharmacy or health department. The attached **Request for Alternate Delivery of Medications (Ship to Home)** form is only required for pharmacy shipments.

### **Health Department Shipping Medications**

When medications are shipped by the health department, pharmacy does not need to be notified and the **Request for Alternate Delivery of Medications (Ship to Home)** form is not required as long as there is already another procedure/tracking tool being used.

When utilizing the form, complete the required fields, including the date shipped, tracking number. The health department may verify receipt of delivery and note on the form. The form should be filed at the health department in the medical chart or with other medication tracking documents. The form is only intended for one single use per shipping occurrence and will need to be completed upon the next request. If there are any delivery issues, the health department will be responsible for researching and resolving.

### **Pharmacy Shipping Medications**

1. The **health department will** complete the request on the **Request for Alternate Delivery of Medications (Ship to Home)** form for meds to be shipped by the pharmacy. (The ship to home request is needed for each fill. If there are refills or future requests, the health department will need to fill out a new form. ):
  - a. For prescriptions generated from clinic visits (i.e. FP, STI, etc.), utilize community pharmacies for clients that have insurance. For under/un-insured clients, pharmacy may ship. The following is needed:
    - Prescription(s) (faxed written prescription(s) or may provide verbal order)
    - along with **Request for Alternate Delivery of Medications (Ship to Home)** form. Make sure the quantity (particularly the days/months supply when wanting more than 1 month) requested is clear (i.e. FP may want an entire year's worth of contraception).
  - b. For TB and VA MAP (ADAP) where pharmacy dispenses medications, the following is needed:
    - Prescription Order Form which will include the quantity requested (Without notation on the Prescription Order Form, pharmacy will ship the standard 30 days supply.)
    - Non e-scribed prescriptions – Note: the provider sends electronic prescriptions directly to the pharmacy (Pharmacists are taking verbal orders when necessary.)
    - **Request for Alternate Delivery of Medications (Ship to Home)** form.
2. The **pharmacy staff will** review, order and dispense medication, then ship. Family Planning and STI prescriptions from clinic will be filled with 340B stock. Other clinics will be filled

with non-340B stock. For VA MAP (ADAP) and TB, pharmacy will utilize 340B stock in accordance with normal procedures.

3. The **pharmacy staff will** fax the **Request for Alternate Delivery of Medications (Ship to Home)** form back to the LHD with the date shipped and tracking number completed in the bottom section.
4. The **health department may** track package and verify receipt of delivery on the bottom section of the **Request for Alternate Delivery of Medications (Ship to Home)** form. File in medical chart or with your other medication tracking documents. The form should be filed at the health department in the medical chart or with other medication tracking documents. The form is only intended for one single use per shipping occurrence and will need to be completed upon the next request. If there are any delivery issues, call pharmacy for assistance in researching and resolving.